

# **Central Wisconsin Community Action Council, Inc.**

## **EPF&A Committee Meeting Minutes**

**October 9, 2020**

**Present:** Dave Singer, Donna Maly (by Zoom), Charlie Krupa (by Zoom), and John Earl

**Excused Absence:** Muriel Harper

**Staff:** Fred Hebert and Donna Lynch

**Guests:** None

1. John Earl called the meeting to order and roll call was taken with four members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the September 11, 2020 EPF&A Committee meeting.
3. Fred reported that we have advertised and are interviewing for the Baraboo Homeless Shelter Manager position. We hired a Resource Specialist/Program Case Manager to assist at the Beaver Dam office. Mike Orvis has elected COBRA and became effective under our health plan on May 1, 2020.
4. Fred presented a full copy of our Form 990 and welcomed committee members to review.
5. Committee members reviewed the Conflict of Interest/Nepotism policy in the Personnel Policy Manual. After discussion, motion was approved by unanimous vote to adopt the lining up of paragraphs which would now read, "**Conflict of Interest/Nepotism:** No applicant for employment shall be considered where placement in that position would constitute a conflict of interest, nor shall any existing employee be placed in or hold a position which would constitute a conflict of interest. In the best interests of the agency, the Executive Director, with board approval, may hire or appoint an employee to be supervised by a relative. In the best interests of the agency, a board member may be employed by the agency, recommended by the Executive Director and approved by the Board of Directors. Periodically in our service area, we experience a shortage of qualified workers which may create a situation where we have to hire relatives of staff members. Any current staff member hired before this new policy becomes effective are grandfathered in." The revision will be presented for review at the November EPF&A Committee meeting, and if approved, sent to the full board for approval at their next meeting.
6. Updates were provided on the following items: **Dells Storage Garage** - more information is being provided to the City of Wisconsin Dells; **Bill Gomoll Project** - survey is being done and Fred will contact Bill regarding project name; **Plow Truck Purchase** - being picked up on Tuesday; **Beaver Dam Shelter House Purchase** - Fred working with National Exchange Bank, but found out the parish council is rejecting use as a Men's Homeless Shelter; **Spring Street Reconstruction** - care for new greenery next to our building could be an issue, Donna Maly recommends waiting until late summer of 2021 to paint our building; **Fair Family Apartments** - State approved project, modified groundbreaking being planned.
7. Fred provided a COVID update with one staff testing positive and four others quarantined. If more staff test positive, we may close the office and work from home for a period of time.
8. Fred presented a follow-up letter was sent to the Board President and Executive Director of WISCAP regarding the Community Action Partnership and WISCAP's "Black Lives Matter" endorsement. After discussion, committee members authorized and encouraged Fred to wait a week for a response, and if no response, suspend involvement as we are politically neutral.

9. After discussion, motion was passed by unanimous vote to approve the Resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. administers and manages the Guardianship Program; and **WHEREAS:** Duties and responsibilities regarding Guardianships, Conservatorships, Fiduciaries, and Power of Attorney Accounts are required to be performed by program staff on behalf of program clients; and **WHEREAS:** Program staff include Jim Dahlke, Jeff Housker, Renee Hazelton, Mary Kate Thurow, Judith Kaye, Elaine Johnson, SueAnn Eck, and Nicole Lynch; **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. Board of Directors approves and authorizes the above named employees to act on behalf of Central Wisconsin Community Action Council, Inc. and clients of the Guardianship Program regarding their Guardianships, Conservatorships, Fiduciaries, and/or Power of Attorney Accounts, and this corporate resolution is a true and correct copy and is in full force and effect."
10. After discussion, the Ad Hoc Committee Chair for the 2020 Executive Director Performance Evaluation & Compensation will be Dave Singer. Donna Maly and Charlie Krupa volunteered to be on the committee and John will recruit more volunteers.
11. After discussion, motion passed by unanimous vote approving the Resolution which reads, "**WHEREAS:** Central Wisconsin Community Action Council, Inc. was approached and became involved with a non-profit group interested in development of a Men's Shelter in the Beaver Dam area; and **WHEREAS:** The non-profit group is committed to fundraising efforts towards purchase of property and support of the Men's Shelter; and **WHEREAS:** New Beginnings Homeless Shelter of Dodge County has agreed rent the property from CWCAC, Inc. and provide management and support of the new shelter; and **WHEREAS:** CWCAC, Inc. has offered to purchase property located at 414 South Spring Street in Beaver Dam; **WHEREAS:** CWCAC, Inc. is committed to its mission of providing services which help low-income individuals and families within our service area achieve self-sufficiency and independence; **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. will purchase the home located at 414 South Spring Street, Beaver Dam, WI with a loan in the amount of no greater than \$70,000 with a 5% contingency from National Exchange Bank of Fond du Lac, WI for the purpose of developing the Beaver Dam Men's Shelter, and further **Resolve**, that authority be vested in the President and/or Executive Director to sign all closing documents necessary and required."
12. After discussion, motion passed by unanimous vote to postpone the CWCAC, Inc. Board of Directors meeting until December 9<sup>th</sup>.
13. Committee members reviewed the updated 2020-2022 Risk Assessment Plan. After discussion, motion passed by unanimous vote approving the motion which reads, "The Board of Directors of Central Wisconsin Community Action Council, Inc. approves the Executive, Personnel, Finance, & Audit (EPF&A) Committee recommendation of accepting the 2020-2022 Risk Assessment Plan."
14. Donna Maly mentioned that she was in touch with the fire inspector to review our Beaver Dam buildings to make sure they are in compliance with required smoke alarms, carbon monoxide detectors, and fire extinguishers.
15. Meeting Adjourned - Next Meeting - Friday, November 13, 2020